Changing Your Mailing Address, Phone Number, E-mail Address, and Password in CM/ECF
Revised 6/12/07

It is important to change your information if you move or if something changes.

Please do not share your password with anyone.

Please to not file pleadings for other attorneys. The attorney signing the pleading should be the attorney filing the pleading.

- Log into CM/ECF
- Click on **Utilities**
- Click on **Maintain Your ECF Account**, located under Your Account

- The first screen allows you to change/correct your:
  - Address, city, state, zip, county, phone number and fax number
  - If this is all you need to change, click on the **Submit** button

- **To change your password**:
  - Click on the **More user information** button
  - You may change your password
  - Click on the **Return to Account screen** button
  - If this is all you need to change, click on the **Submit** button

- **To change your Email information:**
  - Click on the Email information button
  - You may change/correct your Primary e-mail address in the first box
  - You may add additional e-mail addresses in the second box
  - You may have additional notices sent to you in specific case that you have an interest in by adding your e-mail address to the third box
  - You may elect to have notices sent for each filing - **free look of pdfs** or you may elect to have a Daily Summary Report sent to you - **free look of pdfs**
  - You may elect the format in which to receive notices by

selecting HTML or Text Format
- When finished, click on the Return to Account screen
- NOTE: A pop up box may appear with the following message: The email address entered was invalid. Please reenter it (Example: user_name@ISP_name.com).. Click on the OK button inside the pop up box. The second box may contain invisible data that you will need to delete. Click on the Return to Account screen button again. If you continue to experience problems, call the help desk at 918-699-4072.
- Click on the **Submit** button.
  - NOTE: If you experience a problem, you may need to click inside the SSN text box, highlight and delete. Click on the Submit button again.